

## DOLI Offices

For more information on registered apprenticeships contact an apprenticeship field representative at your local DOLI office:

### Northern Virginia

10515 Battleview Pkwy.  
Manassas, VA 20109  
FAX: (703) 392-0308  
Phone: (703) 392-0900

966 W. Main Street  
Abingdon, VA 24210  
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201 Lee Highway  
Verona, VA 24482  
FAX: (540) 248-9284  
Phone: (540) 248-9280

3704 Old Forest Road  
Suite B  
Lynchburg, VA 24501  
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Phone: (434) 385-0806

### Central Virginia

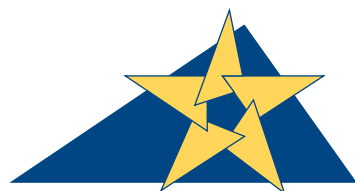
Main Street Station  
1500 East Main Street  
Suite 222  
Richmond, VA 23219  
FAX: (804) 371-2758  
Phone: (804) 371-0442

### Tidewater

Interstate Corporate  
Center  
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6363 Center Drive  
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### Southwest Virginia

Brammer Village  
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VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY

VISIT OUR WEB SITE AT:  
[www.doli.state.va.us](http://www.doli.state.va.us)



Virginia Department of Labor and Industry  
Apprenticeship Program  
13 S. Thirteenth Street  
Richmond, VA 23219

## Registered Apprenticeship Programs

Virginia Department of  
Labor and Industry



VIRGINIA DEPARTMENT OF LABOR AND  
INDUSTRY APPRENTICESHIP PROGRAMS

TODAY'S APPRENTICE

TOMORROW'S WORKFORCE

## What Is Apprenticeship?

- **Apprenticeship** is a proven, cost-effective learning system to help businesses develop and maintain a skilled, dedicated workforce to compete in the 21<sup>st</sup> Century.
- **Apprenticeship** is an agreement between an employer who needs a skilled worker and an individual (the apprentice) who wants to “earn while learning” a skilled occupation.
- **Apprenticeship** combines on-the-job experience with classroom instruction to produce a skilled, productive, and dedicated workforce.
- **Apprenticeship** is a smart business decision.

Securing a skilled and productive workforce is a major need for businesses today. Large corporations and small companies alike spend considerable time and resources trying to attract and retain skilled workers. This brochure describes how setting up a registered apprenticeship program can help your company meet the challenges of the 21<sup>st</sup> Century.

*Registered apprenticeship is a proven, industry-based approach to learning that combines on-the-job training and classroom instruction to produce a highly skilled, dedicated workforce.*



## Apprenticeship FAQs Frequently Asked Questions

### 1. What is *registered apprenticeship*?

Registered apprenticeship is a proven, industry-based approach to learning that combines on-the-job training and classroom instruction to produce a highly skilled, dedicated workforce.

### 2. What is the role of the Department of Labor and Industry (DOLI)?

Regional DOLI representatives work with prospective apprenticeship employers every step of the way to develop customized training programs. DOLI has seven offices located around the state.

### 3. How can my business set up a registered apprenticeship program?

Contact a DOLI representative today to *identify* apprenticeship positions, *develop* a customized on-the-job training plan and *assist in determining* the classroom instruction required to meet the occupation standards and needs of your business.

### 4. What does a typical apprentice do?

As a full-fledged employee of the sponsoring company, a registered apprentice completes a minimum of 2,000 hours of supervised, on-the-job work experience in a specific occupation, and a recommended minimum of 144 hours of related instruction for each year of the apprenticeship. The length of the apprenticeship varies, but the average is four years of on-the-job training. Successful completion of the registered apprenticeship program earns the apprentice a nationally recognized certificate of completion as a journey-level worker.

### 5. What kinds of jobs or positions can qualify?

Keeping pace with the Commonwealth's fast-changing economy, as well as the needs of the business community, Virginia's registered apprenticeship programs represent more than 300 occupations. These apprenticeships are quite diverse and involve the use of technical, mechanical, or manual skills and knowledge. *On-the-job* work experiences are organized and systematic, while related *classroom instruction* is designed to provide theory and knowledge of technical subjects pertinent to the occupation.

### 6. Who are the players?

Although the most important players are the businesses sponsoring the apprenticeship programs, a number of other agencies play a role in the process. According to the Voluntary Apprenticeship Act, the *Virginia Apprenticeship Council* determines whether a specific program meets standards and regulations governing registered apprenticeships. DOLI works with the sponsoring employers to develop the program. Community colleges and public schools, as well as a number of vocational and technical centers, provide the classroom instruction.

### 7. Does it work?

Yes, approximately 2,000 Virginia businesses in all economic sectors currently use registered apprenticeships to meet the occupational needs of a skilled workforce. Large corporations and small businesses alike reap the benefits. Indeed, while many of Virginia's largest employers use apprenticeships, small businesses across the state account for the vast majority of registered apprenticeship programs.

Do you still have questions? Do you want to take the first step toward developing a registered apprenticeship program? Contact your local DOLI office.

